



## STEPS TO HOST A BLOCK PARTY

1. Complete the "Block Party Application Form" and pay the \$50 fee (includes four street barricades).
2. Submit a written statement to the Recreation Division office indicating all affected neighbors have been contacted and no objections have been made to closing the street.
3. Provide a map showing the area requested for the block party, including the intersecting streets.
4. After approval, and on date indicated, pick up the necessary street barricades from City Services Center located at 2200 US Highway 51 North. City Services is open Monday-Friday from 7:30am to 2:30 pm for barricade pick up and return.
5. Remember that alcoholic beverages cannot be served or consumed in the public right of way.
6. Parties must conclude at dusk.
7. Return barricades to City Services on date indicated.

## NEED MORE INFORMATION?

If you would like more information about neighborhood block parties and requirements to receive an official approval letter, please call the Recreation Division at 755-3065.

We are happy to walk you through the process from start to finish of obtaining a neighborhood block party permit.

*"A Good neighbor increases the value of your property" .....*

*A Czech Proverb*



**CITY OF JANEVILLE**  
*Wisconsin's Park Place*

### Recreation Division

18 N. Jackson St.

P.O. Box 5005

Janesville, WI 53547-5005

**Hours:** Monday-Friday, 7:30 am to 4:30 pm

Contact Us:

**(608) 755-3030 or**

**[recreationmail@ci.janesville.wi.us](mailto:recreationmail@ci.janesville.wi.us)**



## NEIGHBORHOOD BLOCK PARTY PERMITS



*Building great  
neighborhoods one connection  
at a time.*



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RECREATION DIVISION

## GENERAL BLOCK PARTY INFORMATION

Neighborhood block parties are great opportunities for neighbors to get to know each other and build connections. If your neighborhood has not done a block party in the past please consider stepping up to the organizer role. Our staff will be happy to assist you along the way to ensure you have a successful block party.

Neighborhood block parties block off a portion of a block of a street to vehicular traffic. Neighbors are free to set up activities on the street, with the exception of any alcoholic beverage consumption. Since block parties are essentially on a public street, a permit is required.

Block parties encourage neighbors to get to know each other in a friendly atmosphere. They are great ways to meet new families that moved in to connect with people on a deeper level that you often just wave to on the street.

The event organizer must follow the necessary steps for approval, but it is suggested that the organizer form a small committee to divide out required tasks involved in planning.

The City requests that people are considerate of their neighbors that are not at the party. Any debris or trash must be removed immediately from the street and terrace. Block parties must conclude at dusk.

## BLOCK PARTY BENEFITS

- ⇒ Putting a name to the face of people you walk or drive past and often just wave to
- ⇒ Meet the parents of the kids your own kids often play with in the neighborhood
- ⇒ Communicate with neighbors on any issues that may be occurring in the neighborhood to discuss possible solutions.
- ⇒ Increase stronger connections with your neighbors that will help build strong community ties.
- ⇒ Potential increased safety could occur in the neighborhood when neighbors know each other and are looking out for one another
- ⇒ Form friendships right in your neighborhood
- ⇒ Discover ways in which you can help each other out
- ⇒ Find out occupations or skills of neighbors and hire them when related needs arise



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## BLOCK PARTY IDEAS

- ⇒ Send out invitations to all neighbors indicating party logistics, including assigning people a dish to pass based on their last name. This can be a simple flyer.
- ⇒ Have an ice breaker activity for when people first come, such as "People Bingo" which would encourage people to meet new people in their neighborhood. Consider having name tags with house numbers. Make sure someone acts as the official greeter as people arrive.
- ⇒ Encourage someone to start a neighborhood Facebook page. If there is a page already in place, inform neighbors and encourage them to join the page. This is a great tool for neighborhood garage sale days, needing supplies for kids school projects, needing to borrow a tool, watch a dog, etc.
- ⇒ Assign people ahead of time to the "grilling team". Have aprons made up each year or better yet t-shirts for all neighbors for a small fee.
- ⇒ Encourage the talent in your neighborhood to volunteer to showcase their skills for the block party entertainment (DJ, face painting, juggler, magician, singer, etc.)
- ⇒ Ensure proper clean-up of the street and terrace by creating a game for the kids and handing out small prizes for trash collection.